

**SPECIAL MEETING MINUTES**

**HISTORIC PRESERVATION COMMISSION  
Community Development Conference Rooms  
First Floor, Suite 105  
One Civic Center  
7447 E. Indian School Road  
Scottsdale, Arizona  
October 27, 2005  
5:00 p.m.**

**CALL TO ORDER**

Chairman Wimmer called the special meeting to order at 5:09 p.m.

**ATTENDANCE**

**Present:**

Ed Wimmer, Chairman  
Nancy Dallett  
Kathy Howard

**Absent:**

George Hartz, Vice-Chairman  
Dezbah Hatathli  
Lisa Loss  
Paul Winslow

**Staff:**

Debbie Abele  
Don Meserve

**Also Present:**

Drake Vigil

**1. INTRODUCTIONS AND ROLL CALL/ MINUTES**

The presence of Commissioners as shown above was noted. Since no action was proposed on the main discussion topic, the Chair decided to proceed with a discussion.

**2. DISCUSSION: PRESERVATION GUIDELINES AND CHARACTER-DEFINING FEATURES FOR NEIGHBORHOOD HISTORIC DISTRICTS**

Ms Able presented to the Commission the October 13, 2005 revised draft of the proposed guidelines for Village Grove Historic District, prepared by Don Ryden, Ryden Architects, Inc. The draft was distributed to Commissioners at the October 13, 2005 meeting. She reminded the Commissioners that work is still in progress as to substance and content, and the current draft is not intended to be the final format.

Ms. Abele suggested language changes for the final draft; such as using "to be avoided" rather than "inappropriate," as well as, making the document more geared toward the current homes. Ms. Abele requested Commissioners comments regarding additional changes that may be made to the document.

A lengthy discussion ensued regarding organization, content and suggested changes to the current draft.

Ms. Abele noted that the Secretary of Interior Standards would be removed in the final document since the local standards are more appropriate. Text on the Definition of Preservation Treatments was moved into the Introduction. The History of Village Grove will remain in the document as an appendix.

Ms. Abele noted that typical sections from recently approved Historic Preservation (HP) Plans are being merged into the final document, along with the HP Review Process and Principles that are normally included in other HP Plans.

Ms. Abele further noted that page 6 has been re-ordered and revised to include Basic Principles of Historic Preservation to relate to the neighborhoods. Principle Number Three would be renumbered as Number Two and revised to include the form and shape of buildings, and the distinctive pattern of materials.

Ms. Abele reported that some language had been changed from the first draft. She noted that the previous draft mirrors the traditional preservation philosophy, specifying that achieving those types of guidelines is difficult, so a contemporary interpretation is more appropriate for Village Grove. Ms. Abele discussed the individual page layouts of the document.

Mr. Meserve pointed out that some of the photographs in the current version of the draft document are not of homes in Village Grove, but include photos of ranch houses in other neighborhoods. He noted that Village Grove photographs would replace these photographs.

Chairman Wimmer requested clarification that the document will ultimately contain a glossary describing the general principles, with the neighborhood sections detailing more specific characteristics. Ms. Abele confirmed.

Ms. Abele reiterated that in addition to neighborhood specific language, only photographs taken of buildings in the neighborhoods would be used.

Chairman Wimmer suggested posting the introductory piece that applies to all historic neighborhoods onto the website to give citizens an opportunity to view the new document, thus allowing clarification of how the guidelines in the document applies to the individual neighborhoods, as well as summarizing the subsequent chapters.

Ms. Abele requested clarification that Chairman Wimmer is suggesting that the first seven pages of the current document be a "stand-alone" document for purposes of the website. Chairman Wimmer confirmed. Ms. Abele noted that the introductory chapter of the document could be used as the basic principles for preservation guidelines for historic neighborhoods.

Mr. Meserve agreed, noting that other research documents and information on 1950s ranch styles are presently available online. He further noted that neighborhood residents that attended open houses requested that this type of information on historic preservation be available on the Internet.

Ms. Abele requested input regarding whether or not to detail the different types of doors that are inappropriate. Mr. Meserve clarified that Ms. Abele is speaking specifically about the drawings of doors shown on page 26, such as metal screen doors, noting that these types of doors were not used in the original construction.

Commissioner Howard clarified more concisely that the Commission is speaking of security doors.

Commissioner Dallett opined that if the location, shape and size of the door are the same as the original architecture, these types of doors should not be considered inappropriate.

Ms. Abele suggested that the document should only contain drawings of the patterns and types of windows and doors historically found in the neighborhoods, and not include drawings showing examples of inappropriate windows and doors. Chairman Wimmer and Commissioner Dallett agreed.

Commissioner Dallett suggested that the graphic style of the document reflect the era of the original architectural designs of the neighborhoods, specifying a font style used in the 1950s.

Discussion ensued regarding drawings and typeface. Commissioner Dallett noted that the rendering style for the drawings is not specific to the 1950s era, and suggested that every document that the Commission publishes on Village Grove should reflect the era of the original architecture.

Ms. Abele acknowledged Commissioner Dallett's comments and committed to present those concerns to Don Ryden, the architect assisting with drafting the guidelines.

Commissioner Howard requested clarification on format of the document once the sections regarding inappropriate materials are removed. Ms. Abele suggested that the final format should be discussed again at another meeting after staff has had the opportunity to prepare a revised document that reflects the Commissioners suggestions.

Chairman Wimmer suggested that the document be clear regarding what will govern the approval or disapproval of a remodeling request. Ms. Abele concurred.

Ms. Abele noted that Policy 10, Guideline 1, which is on page 29 of the document, discusses the preservation of historic windows and doors that contribute to the character of the house. She further requested input from the Commission regarding detailed language for this guideline.

Commissioner Dallett suggested the addition of two separate guidelines regarding doors and windows. Commissioners and staff agreed.

Ms. Abele suggested that detailed direction regarding the introduction of new patterns of glazing not found in the neighborhood should be deferred to Guideline 5 under Policy 10 of the document.

Chairman Wimmer suggested adding information regarding the importance of the preservation of the location, number, size and arrangement of windows. "The exterior appearance is a key character defining feature, therefore preserve the location, number, size, and arrangement of historic windows." Commissioners Dallett and Howard agreed. Ms. Abele committed to make the changes.

Mr. Meserve requested confirmation on how the format will change; suggesting that the main chapter general summaries remain and that more specific summary language on policies be added to the individual policy sections. Ms. Abele confirmed.

Ms. Abele summarized the previous discussion regarding format and substance of the document.

Ms. Dallett noted that the presentation, Rehabilitation of Historic Residential Properties, which was given by Ms. Abele at the training session on August 25, 2005, contains the outline that would be best suited for organizing the current document, starting with the highest priority and ending with the

smallest details or topics. The presentation started with Form and Shape, and then covered Materials, Features, and Details. She proposed that the guidelines follow this same rank order.

Chairman Wimmer agreed, further stating that the current layout does not read well for the general public or Commission members.

Chairman Wimmer suggested inserting two separate guidelines regarding vertical surfaces and rooflines. Ms. Abele concurred.

Mr. Meserve questioned whether carport enclosures would be included in the guideline regarding rooflines or if a different section was more suitable. Ms. Abele suggested that carport enclosures be included in the guideline for Features, not the Form and Shape chapter. Commissioners concur.

Further discussion ensued regarding the format and appropriate document language, whereupon Chairman Wimmer suggested the use of "masonry" rather than "block" when discussing masonry type materials.

Further discussion ensued regarding substance and format, whereupon Commissioner Dallett suggested that the layout of the chapter on features should be as follows: porches, carports, garages, windows, and doors.

Commissioner Dallett further suggested that the layout organization of details should be as follows: trim, finishes, patterns, chimneys, awnings/shades, posts/columns, color, screen doors, signature items.

Mr. Meserve suggested inserting "chimneys" after "posts" since there are not many chimneys.

Chairman Wimmer suggested that elemental details should be included in the section entitled Details. Ms. Abele agreed, and identified that those items are included under the subsection entitled Trim.

Commissioner Dallett questioned the meaning of the subsection entitled Other Considerations. Mr. Meserve clarified that the types of features that would be included in the subsection entitled Other Considerations include basketball hoops, satellite dishes, and antennae.

Chairman Wimmer suggested adding a statement regarding acceptable noncontributing elements, and the location of such items. Ms. Abele concurred.

Further discussion ensued regarding format, whereupon Commissioner Dallett suggested changing the language to be gender neutral. Chairman Wimmer suggested using the term "citizens." Mr. Meserve suggested the term "homeowners."

Commissioner Dallett suggested that the phrase "do not build structure that appears too big for its lot" is vague. Mr. Meserve agreed since zoning standards would permit additions to existing homes.

Discussion ensued concerning the language regarding standards for remodeling additions, facade easements and setback guidelines. Ms. Abele suggested having two separate guidelines specific to corner lots and interior lots. Chairman Wimmer agreed, and requested input from the Commission. Commissioner Howard opined that having separate guidelines might be viewed by homeowners as discriminatory.

Chairman Wimmer opined that setbacks vary depending on lot location; therefore, remodeling standards may also be based on lot location.

Ms. Abele suggested doing research on the matter before adding guidelines. The Commissioners concur.

Commissioner Dallett suggested starting each guideline with a verb and requested further clarification regarding format. Ms. Abele explained that requirements would come first, followed by a narrative, which would then be followed by policy guidelines.

Chairman Wimmer suggested adding language for additions to include "maintain the one-story height with the ridgeline not higher than the original roof." Ms. Abele noted that the language is included in the section concerning additions.

Commissioner Dallett requested clarification that changes previously discussed would be included in this section. Ms. Abele confirmed that a complete rewrite would now be necessary.

Commissioner Dallett suggested that photographs follow guidelines and that language be added on page 37 to include information about Green Building and Water Saving Incentives.

Commissioner Howard questioned whether changes to non-contributing properties need be approved and conform to the new guidelines. Ms. Abele remarked that owners of existing structures do not have to proactively make any changes to their homes to conform to the guidelines; only planned projects by the owners for additions and new structures must conform. Ms. Abele described a proposed stucco addition, where stucco has previously been applied to the existing home, as an example of where a non-conforming material that could be considered appropriate for an addition.

Chairman Wimmer cited that two story additions are an example of an addition to a non-contributing home that would not be allowed.

Mr. Meserve questioned whether expansions of the front patio/porch should be allowed. Chairman Wimmer indicated that expansions of the roof would not be allowed; however, planting large trees would be an acceptable substitution to allow for habitable outdoor space. Commissioner Howard agreed, asserting that patio/porch expansions change the architectural design of the house.

Ms. Abele requested recommendations regarding acceptable guidelines, suggesting the expansion of the concrete area without structural changes. Mr. Meserve suggested adding a seating wall around the expanded patio, whereupon discussion ensued regarding acceptable changes to front yard areas. Ultimately the consensus of the meeting determined that certain changes to front patio/porches would be allowed so long as appropriate materials are used.

Chairman Wimmer reiterated that the guidelines should be clear, concise and easy to understand.

Commissioner Dallett suggested clarifying page 5, paragraph 2, regarding the Certificate of Appropriateness. Ms. Abele noted that the information would be under a new section entitled Historic Preservation Review Process, which has not yet been included in the draft.

Commissioner Dallett suggested expanding the paragraph which reads "... homeowners are strongly encouraged to enlist the assistance of qualified design and planning professionals..." to include specific purposes. Chairman Wimmer suggested removing "strongly" and adding "in cases where there may be some special expertise required for materials or unique..." Ms. Abele clarified the purpose of the phrase, prior to suggesting that it be removed.

Chairman Wimmer suggested including information regarding the Green Building Office for the purposes of consultation on projects where energy upgrades are going to occur. Commissioners and staff agree.

Commissioner Dallett suggested adding language to the section entitled Why Preserve Historic Resources, of "helping us to take buildings of the past into the future."

Chairman Wimmer suggested circulating the next draft of the document among the members of the Commission before another meeting discussion on approving the guidelines.

### **3. REPORT/DISCUSSION: HPO/STAFF REPORT AND ANNOUNCEMENTS**

Ms. Abele reported that Paul Winslow and Lisa Loss were present at the Historic Residential Exterior Rehab Program Committee meeting held on Tuesday, October 25, 2005. Ms. Abele noted that the goals of the Committee are to craft a rehab program that the City will be proud of, that responds to desires of the owners, and that will guide, through incentives, the kind of activities to be undertaken.

She further reported that the Committee proposes to allow and fund applications for additions to exterior building shells. The Committee wants to encourage the right kinds of additions and hopes to eliminate the two-story pop-up. Another eligible improvement would be citrus tree replacements.

Ms. Abele expressed that she is pleased with the criteria the Committee is proposing, elaborating that the proposed selection criteria includes such things as critical need, investment, and visibility. Priority for grants will be given to homeowners over rental. Window replacements are going to be an eligible activity and are going to be allowed, but the Committee intends to specify and locate the types of window replacement products that will be acceptable.

In response to a question by Commissioner Dallett, Ms. Abele confirmed that the efficiency rating for replacement windows would be addressed by locating manufacturers who have products that can conform to the guidelines, as well as provide energy efficiency. Ms. Abele noted that there are businesses in Phoenix and Tucson that manufacture products identical to the old historic components.

Discussion ensued regarding potential product manufacturers and the process staff can use to link homeowners with the products and the manufacturers.

Ms. Abele explained that the Committee would direct the homeowners to various locations to make the purchases themselves. Mr. Meserve explained that Preservation plans to have a homeowner's resource information center that will display information on appropriate products and the manufacturers or locations where those items can be purchased.

Chairman Wimmer noted that homeowners are not required to purchase any products only from specific manufacturers or sale locations they received information on from the City. They may use any manufacturer they choose who is capable of producing a product that looks the same.

Commissioner Dallett suggested that the Commission support Scottsdale-based companies, such as Republic West or AKA Green, by including them in the materials.

Ms. Abele reported that a small conference room in the Community Design Studio would be converted into the Preservation Library.

Upon request by Chairman Wimmer regarding street signs, Ms. Abele and Mr. Meserve reported that the street signs continue to be a work in progress. A dedication ceremony on neighborhood historic district signs would likely occur after the first of the year.

**4. COMMISSIONER COMMENTS AND ANNOUNCEMENTS**

None.

**5. PUBLIC COMMENTS**

None.

**6. FUTURE MEETINGS AND AGENDA ITEMS**

Chairman Wimmer requested an update on his request for a joint meeting with the Planning Commission. Mr. Meserve stated that the Planning Commission has a limited meeting schedule for November and December and this affect their availability for joint meeting dates. A possible date for the joint meeting would be February 8, 2006. Mr. Meserve confirmed that a joint meeting with the Planning Commission would not occur on November 30<sup>th</sup> but asked Commissioners to tentatively reserve the February 8<sup>th</sup> date for a possible joint meeting.

Chairman Wimmer confirmed that the next scheduled meeting of the Commission would occur on November 3, 2005 at 5:00 p.m.

**7. ADJOURNMENT**

There being no other business to discuss, being moved and seconded, the meeting adjourned at 6:34 p.m.

Respectfully submitted,  
AV-Tronics, Inc.